



THE CITY OF MARTINEZ INVITES APPLICATIONS FOR **RESERVE POLICE OFFICER**

THE POSITION:

Reserve Police Officers are citizens who wish to volunteer as Police Officers. Being a Reserve Police Officer is an excellent opportunity for those who are seeking experience prior to becoming a full time Police Officer or for those that have an established career and do not wish to make a transition to full time Police Officer. Reserve Police Officers supplement the full-time officers in the department by carrying out a variety of duties working with the officers or, once qualified, working on their own. Reserve Police Officers work a minimum of 20 hours per month.

TYPICAL TASKS:

Reserve Police Officers perform general law enforcement which includes street patrol, preliminary investigation, traffic control, issuing citations, report writing and other basic law enforcement and support services functions. They patrol in vehicles, on foot, or on bicycle. Reserve Police Officers assist at special events such as parades, street fairs, and sporting events.

REQUIREMENTS:

Minimum. Must be 18 years of age. High school diploma or equivalent; possess a valid California driver's license with a good driving record. Must be able to pass the following: medical physical exam with drug screen, psychological, polygraph, and background investigation. Must have 20/100 vision or better, correctable to 20/30 in each eye.

Knowledge & Abilities. Ability to observe and learn various laws, police procedures, law enforcement techniques and first aid; analyze problems and situations accurately and adopt effective courses of action even in emergency or stressful situations; undergo strenuous physical conditioning; maintain positive business and community relationships. Ability to read and understand departmental policies, rules, instructions, laws, regulations, and police literature, together with an aptitude for law enforcement work; ability to analyze situations and adopt a quick, effective, and responsible course of action; ability to write clear and accurate reports; ability to understand and follow oral directions; ability to learn the use and care of automobiles, motorcycles, and small firearms; keen observation and ability to remember names, faces, and details of incidents; good health, physical endurance and agility; ability to meet height and maintain weight and physical standards established by the City Council; ability to pass a polygraph examination.

BENEFITS:

City provides a standard uniform, department-owned firearm, and all related safety equipment. This position is covered by Worker's Compensation.

FINAL FILING DATE:

Friday, January 6, 2012. Note: you must submit P.O.S.T. training certification with your application packet (Basic certificate, Academy certificate, or Module Formal Level I or II Reserve Training).

APPLICATIONS:

Forms available from the **Personnel Department** 525 Henrietta St, Martinez, CA 94553. Also available at www.cityofmartinez.org or by calling (925) 372-3522. You may submit a resume; however, resumes are not accepted in lieu of completed City application form.

ORAL APPRAISAL:

Date to be announced.

NOTES TO APPLICANT

DISABLED APPLICANTS: The Personnel Department will make reasonable efforts in the examination process to accommodate disabled applicants. Please advise the Department of any special needs in advance of the examination.

THE CITY OF MARTINEZ HAS ADOPTED ORDINANCE 1057 C.S. WHICH PROVIDES EMPLOYEES WITH A SMOKE -FREE WORKING ENVIRONMENT.

THE INFORMATION CONTAINED HEREIN IS SUBJECT TO CHANGE AND DOES NOT
CONSTITUTE EITHER AN EXPRESSED OR AN IMPLIED CONTRACT. THE
CITY OF MARTINEZ IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE ON THE
BASIS OF DISABILITIES IN CONFORMANCE WITH
THE AMERICANS WITH DISABILITIES ACT